

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 3: Intake	Effective Date: November 1, 2005
	Section 6: Recommending a CA/N Report for Screen-Out	Version: 1

POLICY

- The Indiana Department of Child Services (DCS) will not assign for investigation (assessment) intake reports that **do not**:
 - Meet the [statutory definition of child abuse/neglect](#) (CA/N) **and/or**
 - Contain sufficient information to either identify **or** locate the child/family and initiate an investigation.
- CA/N intake reports that are not assigned for investigation (assessment) are referred to as “screen-outs.”

Code References

- N/A

PROCEDURE

The intake worker will:

1. Recommend an intake report for screen-out if:
 - a. The statutory definition of CA/N **has not** been met; **and/or**
 - b. There is not enough information in the intake report to either identify **or** locate the child/family to initiate an investigation (assessment).
2. Document the specific reason for the screen-out in the notes section of the CA/N intake report (i.e., “The allegations don’t meet the statutory definition of CA/N because the person who allegedly beat the child was not the child’s parent/guardian/custodian”)
3. Recommend the report be referred to law enforcement if the allegations are of a criminal nature.
4. Forward the intake report and records search information to a supervisor for review and approval of the recommendation to screen it out. This may be done electronically or in hard copy.
5. The intake worker will either make direct contact with the supervisor to confirm receipt or will assure receipt through a standardized delivery process such as a high-priority in-box, an incoming CA/N intake report log, etc.

See related policy, “[Review of Screened-out CA/N Intake Reports.](#)”

PRACTICE GUIDANCE

- N/A

FORMS AND TOOLS

- N/A

RELATED INFORMATION

- N/A